| 4 weeks in advance | qMeasure microwave path loss to the trailer area (operations / Planning)  qTest software (uses port 1000) on the Guest network (Operations/ Planning)  nDiscuss having the emergency generator tested during the Field Day period, so that we don’t have to run the EOC station from batteries…. **TURNS OUT THIS WILL BE VIRTUALLY IMPOSSIBLE** |
| --- | --- |
| 3 weeks in advance | qMeasure the noise level on the EOC antenna using Spectrum analyzer (Gibby)  qProcure the necessary logging software (Operations or Gibby)  qObtain computer power supplies that don’t make RFI (Gibby / Operations)  qConstruct proper digital cables for the new 7300 Radio at least for Signalink (Operations)  qConstruct and test bandpass filters (Gibby)  qOPERATIONS to provide training opportunities for use of ICOM7300 and ICOM746PRO and SB-200 |
| 1-2 weeks in advance | DRESS REHEARSAL  qBring in trailer, set up trailer station, Demo station, generator, Solar charging and test all of this  qTest the network connection to the EOC radio room and have logging computers all working.  qTest ability of stations to operate on nearby bands and record outcome; if possible, record spectrum analyzer signal levels at opposite station |
| WEEK BEFORE | qPIO to send media press releases and appropriate information – send copies of releases and/or published coverage to PLANNING SECTION for **BONUS POINTS**, specifically [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com) with a subject line documenting it is for bonus points for MEDIA PUBLICITY  qPIO issues invitations to ELECTED GOVERNMENT OFFICIALS and SERVED AGENCY REPRESENTATTIVES – keep documentation for submission to PLANNING  qPIO to outreach through SOCIAL MEDIA and document with photo/screenshot to PLANNING: Social Media: 100 points for promoting your Field Day activation to the general public via an active, recognized and utilized social media platform (Facebook, Twitter, Instagram, etc). This bonus is available to bona fide amateur radio clubs and Field Day groups that welcome visitors to their operation. Individual participants do not qualify for this bonus. Club websites do not qualify for this bonus. Available to all classes |
| Friday Afternoon & Evening | qGordon can use help packing the trailer in the afternoon for transport and solar power systems. (There is a checklist for the trailer) Expect trailer to arrive around 6 PM, with full water, empty gray and black water tanks, one charged battery, one generator, antenna mast and an HF antenna, and some provisions in the refrigerator. Either the generator or my batteries/inverter will need to run the refrigerator overnight – then the inverter can be released to help the EOC crew run their amplifier.  qSomeone go buy gasoline for the generator (lets have 3 5-gallon jugs on hand) Need a CHAIN to lock them to a tree and a KEY stored in the TRAILER. Gordon has keys to the Trailer and will give one set to OPERATIONS.  qDIGITAL BULLETIN (**BONUS POINT**) **OPERATIONS** to coordinate having this message captured transmitted at 6pm / 9 pm Eastern - 3.5975, 7.095, 14.095 45.45-baud Baudot, PSK31 in BPSK mode and MFSK16 on a daily revolving schedule.  qEmail the text of the bulletin to [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com)  qSSB BULLETIN (**BONUS POINT**) **OPERATIONS** to coordinate having this message captured at 9:49 PM Eastern - 3.99, 7.29, 14.29 (Note the 7.29 is full AM with carrier!)  qEmail the text of the bulletin to [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com) |
| Saturday (6/27) 8:00 – 11:00 | qLOGISTICS is in charge of delivery  qSetup crew (OPERATIONS) Check-In at Northwest Area PIO Station 3  qSetup crew Install radios, primary and backup antennas, feedlines, tuners, logging laptops, q(Primary Generator, Solar PV and emergency back-up) power, and associated equipment at Station 2, GOTA and Satellite locations.  qSet up Inverter in the EOC (with bank of 2-3 AGM batteries) to operate the linear amplifier and/or the Icom 7300 – use MIF23 filter and associated filters. Position inverter as far as possible from the Radios. Check background noise level before and after turning on inverter and adjust as necessary (try different positions of AC line chokes if needed)  qSETUP (**Operations**) to document 100% Emergency POWER (**BONUS POINTS** ) for every station and send the photos to prove it with pertinent subject line, to PLANNING SECTION, specifically [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com) |
| 11:00 – 13:00 | q**Setup crew Testing:**  Station 1 (EOC) Station 2 (Trailer) , GOTA and Satellite Radio Systems for planned bands and operating modes: CW, SSB Phone, and Digital (FT-8, FT-4, other)  qLunch on your own – we will see where we can go safely.  qPIO to send photos documenting PUBLIC LOCATION for **Bonus Points**, with appropriate subject line to PLANNING SECTION, specifically [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com)  qPIO to send photos documenting PUBLIC INFORMATION TABLE (Demo Station) for **Bonus Points**, with appropriate subject line to PLANNING SECTION, specifically [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com) |
| 12:00 – 14:00 | qParticipants Check-In at Northwest Area PIO Station 3 |
| SATURDAY | qOPERATIONS to set up one or more SOLAR POWER CHARGING SYSTEM (**BONUS POINTS**) and take photo for documentation to send to PLANNING SECTION, with appropriate subject line for documentation and manage that system to charge at least 2 batteries during Saturday and then to have them used and DOCUMENTED for at least FIVE CONTACTS. Send a written statement as a file to PLANNING SECTION with a photo of the charging system and the spcific contacts listed that were made by Alternate Power. Operations is encouraged to have METERING on the charging stations and to educate members as to the success / performance of the systems utilized. |
| SATURDAY/SUNDAY | qOPERATIONS to set up one or more EDUCATIONAL ACTIVITIES (**BONUS POINTS**) and document with attendance sheet and photograph sent by email to PLANNING SECTION with appropriate subject line – make it One document preferably in .doc or pdf so that PLANNING can easily upload it to the ARRL.  qPIO (**BONUS POINTS)** is to invite an ELECTED GOVERNMENT OFFICIAL and document both the invite and the visit with a FILE including a photo or written statement, send to PLANNING SECTION with an appropriate subject line. Encouraged to mentor up and coming PIO members by involving them in this processing  qPIO (**BONUS POINTS)** to invite REPRESENTATIVE OF AN AGENCY served by ARES and document with copy of invitation / photo or suitable subistitute in one file sent to PLANNING SECTION. |
| 14:00 – 00:00 | qOperators work in pairs (Operator and Logger) making and logging (QSO’s) contacts to other radio clubs participating in the 2020 ARRL Field Day event at EOC Station 1, RV Station 2, GOTA Station 3, and optionally at Satellite Station 4.  q***Keep it to two transmitters that “count” maximum at all times***. One VHF and One Satellite radio are “free” “ Groups are allowed one dedicated satellite transmitter station without increasing their entry category”  qWe may use cell phones, or FRS radios, or VOIP phones to talk between the two stations, depending on what works.  qRADIOGRAM TO SM OR SEC: [**ORIGNATED BY NF4RC** ] (**BONUS POINTS**) OPERATIONS to perform and document (by copy of radiogram) origination of a formal message to the ARRL Section Manager or Section Emergency Coordinator by your group from its site. You should include the club name, number of participants, Field Day location, and number of ARES operators involved with your station. The message must be transmitted during the Field Day period and a copy of it must be included in your submission in standard ARRL radiogram or no credit will be given. The message must leave or enter the Field Day operation via amateur radio RF. Documentation by sending a copy also to PLANNING SECTION, specifically [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com) Note: these may be easiest to do on VHF digital from the “free” vhf station.  qTEN RADIOGRAMS SENT FROM THE FIELD DAY SITE: [**ORIGNATED BY NF4RC** ] BONUS POINTS Message Handling: 10 points for each formal message originated, relayed or received and delivered during the Field Day period, up to a maximum of 100 points (ten messages). Copies of each message must be included with the Field Day report. The message to the ARRL SM or SEC under Rule 7.3.5. does not count towards the total of 10 for this bonus. Available to all Classes. All messages claimed for bonus points must leave or enter the Field Day operation via amateur radio RF. OPERATIONS to have this accomplished and documented by having a COPY sent to PLANNING SECTION of each message, specifically to [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com)  qSATELLITE: BONUS POINTS Satellite QSO: 100 bonus points for successfully completing at least one QSO via an amateur radio satellite during the Field Day period. "General Rules for All ARRL Contests" (Rule 3.7.2.), (the no-repeater QSO stipulation) is waived for satellite QSOs. Groups are allowed one dedicated satellite transmitter station without increasing their entry category. Satellite QSOs also count for regular QSO credit. Show them listed separately on the summary sheet as a separate "band." You do not receive an additional bonus for contacting different satellites, though the additional QSOs may be counted for QSO credit unless prohibited under Rule 7.3.7.1. The QSO must be between two Earth stations through a satellite. Available to Classes A, B, and F. 7.3.7.1 Stations are limited to one (1) completed QSO on any single channel FM satellite.OPERATIONS to have this accomplished and documented by having appropriately documented **LOG ENTRIES** sent to PLANNING SECTION of each message, specifically to [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com) The group is encouraged to make this a teaching moment! |
|  | qOperation in the middle of the night is at the discretion of **Operations** based on available volunteer. We may be having so much fun that we can’t stop these people! I suggest that representatives from the General Staff meet and assess operations of the stations (a) within the first few hours; (b) in the evening, to determine overnight options. (Suggestion only). |
| Sunday (6/28)  00:00 – 14:00 | qOperators work in pairs (Operator and Logger) making and logging (QSO’s) contacts to other radio clubs participating in the 2020 ARRL Field Day event at EOC Station 1, RV Station 2, GOTA Station 3, and optionally at Satellite Station 4. |
| Sunday 1400 | qDocumentation Unit (**Planning Section)** gathers ALL documentation for filing. In general everything other than the logging computers should be emailed in the text or in an attachment to PLANNING SECTION specifically [jtrites@tritesengserv.com](mailto:jtrites@tritesengserv.com) |
| 14:00 – 1600 | qTeardown crew (**OPERATIONS**) Uninstalls all radios, primary and backup antennas, feedlines, tuners, logging laptops, (Primary Generator, Solar PV and emergency back-up) power, and associated equipment at Station 2, GOTA and Satellite locations.  qTeardown crew cleans Northwest Area grounds and EOC Radio room areas.  q**LOGISTICS** moves gear back to proper storage locations |
|  | qAnyone who is left, we go get supper and discus the “issues” we learned from. PLANNING SECTION is in charge of this. |
| Sunday/Monday | qDocumentation Unit (Planning Section) files contest results with ARRL electronically  qDocumentation Unit obtains EMAIL or CONFIRMATION of submission and forwards to Incident Commander  qPlanning Section writes up report of operation, with input from all other sections |
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